

**Subject:** [Fwd: Re: IT Operational Plan]

**Date:** Tue, 10 Sep 2002 14:42:32 -0400

**From:** "Robert H Kidwell" <Robert.H.Kidwell@noaa.gov>

**Organization:** NOAA/OFA

**To:** \_NOAA CIOs <cios@noaa.gov>

**CC:** Rick Roberts <Rick.Roberts@noaa.gov>, Natalie D Smith <Natalie.D.Smith@noaa.gov>, Hilda Gohrband <Hilda.Gohrband@noaa.gov>, Christine Mcnerney <Christine.Mcnerney@noaa.gov>, Rica Semones <Rica.Semones@noaa.gov>, Sandra J Wine <Sandra.J.Wine@noaa.gov>, Jim Sargent <Jim.Sargent@noaa.gov>, Robert Swisher <Robert.Swisher@noaa.gov>, Barbara Brenkworth <Barbara.Brenkworth@noaa.gov>, John E Villemarette <John.E.Villemarette@noaa.gov>

At the NOAA CIO Council meeting last Friday we agreed that each LO would separately prepare an Operational IT Plan. A copy of these plans will be provided to my office to be combined as the NOAA response to the Department's Operational Plan requirement. The Department's call had a due date of Oct 15. I was asked to propose to the Department a Nov 15 due date for NOAA so that we can better coordinate the preparation of the IT Plan with the preparation of Annual Operating Plans. The Department has agreed that the Nov 15 date is fine.

The emails exchanged with the Department are provided below.

A copy of the Department's Operational Plan call is attached. Your plan should address each of the requirements listed in the call. The requirement to provide copies of the Exhibit 300s can simply be answered by saying that the information is contained in NOAA's I-TIPS submission.

Please submit an electronic copy of your plan to me by COB Nov 8.

----- Original Message -----

Subject: Re: IT Operational Plan

Date: Mon, 9 Sep 2002 11:13:14 -0400

From: <LWesterback@doc.gov>

To: "Robert H Kidwell" <Robert.H.Kidwell@noaa.gov>

CC: Carl Staton <Carl.Staton@noaa.gov>, Tom Pyke <TPyke@DOC.GOV>, sTurpack@doc.gov

Bob, Yes, and thanks for making this a thoughtful, meaningful process.  
Lisa

"Robert

H

Kidwell"

To: Lisa Westerback

<LWesterback@doc.gov>  
<Robert.H.Kidwell  
<TPyke@DOC.GOV>, Carl Staton  
@noaa.gov>  
<Carl.Staton@noaa.gov>  
Subject: IT Operational  
Plan  
09/09/2002  
11:01  
AM

The NOAA CIO Council met last Friday and discussed NOAA's response to the recent call for Operational IT Plans. The NOAA Line Offices are in the process of preparing operational IT plans in conjunction with preparing NOAA's Annual Operating Plan (AOP). To keep the IT Plan in synch with the AOP we will need some extra time. The LO CIOs have asked that the due date be extended one month until Nov 15. This would be consistent with the overall goal of integrating IT planning with the regular management practices of the Operating Units.

Is a Nov 15 submission date for NOAA's IT Operational Plan acceptable to you?

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 [FY03 Opn IT Planning Call.pdf](#)

**Name:** FY03 Opn IT Planning Call.pdf  
**Type:** Acrobat (application/pdf)  
**Encoding:** base64




**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Information Officer**

Washington, D.C. 20230

AUG 19 2002

MEMORANDUM FOR: Chief Information Officers

FROM: Thomas N. Pyke, Jr. 

SUBJECT: FY 2003 Operational Information Technology Planning Call

Your Operational Information Technology (IT) Plan is due October 15, 2002. The plan should describe current year IT activities that support your operating unit's mission and goals. The plan should be considered a living document, updated as needed throughout the year to reflect changing conditions and used to manage current year activities. The plan should concentrate on FY 2003, but also describe activities that continue into the out years. Cost, schedule, and performance measures are key elements of the plan.

The plan will contain three sections: Section 1 is a description of the IT organization and management processes; Section 2 is a financial summary in the format of Office of Management and Budget (OMB) Circular A-11, Exhibit 53; and Section 3 is a description of current year management and major system initiatives. The information needed to describe major system initiatives is defined in OMB Circular A-11, Exhibit 300. If you have the same information in another format, we will accept that format. Your focus should be on the content. For a system with an existing Exhibit 300, the response to this call provides an opportunity to update the Exhibit 300, highlighting specifics that address activities in FY 2003. If you have submitted the Exhibit 300 through the Information Technology Investment Portfolio System (I-TIPS), you may update the Exhibit 300 in I-TIPS and reference it. The same holds for the Exhibit 53 data. Specific instructions for completing this year's Operational IT Plan are attached.

Please send your Operational IT Plan to Steve Turpack at [sturpack@doc.gov](mailto:sturpack@doc.gov) by October 15. If you have any questions, contact Steve Turpack on (202) 482-0275.

Attachment

cc: Barbara Retzlaff, OB  
Administrative Officers

## **FY 2002 Operational IT Plan Instructions**

### **Section 1, Description of IT Organization and Management Processes**

Provide:

- A description of your operating unit's IT management organization and how your operating unit is complying with the Departmental directive on IT restructuring.
- A description of your operating unit's investment management process (selection, control, evaluation) and progress in meeting the objectives of the IT maturity models for IT planning and investment review, architecture, and security.
- An overview of your operating unit's current and planned IT architecture.
- A description of how your organization is improving IT. What systems are being replaced or improved? What processes are being improved?
- An update of your operating unit's compliance with the Departmental IT Security Program requirements, including security awareness.
- A brief summary of prior year, FY 2002, accomplishments.

If this information is already provided in your Strategic IT Plan or other documents, you may simply reference the other documents. This is an opportunity for you to update the description of your IT organization and management processes.

### **Section 2, Financial Summary**

- The financial summary of your operating unit's IT expenditures must be in the format of OMB Circular A-11, Exhibit 53. Fiscal years covered include FY 2002-FY 2004. You may reference the Exhibit 53 information submitted through I-TIPS. Exhibit 53 should be kept current during the year. The Department issues other formal calls for Exhibit 53 updates, due usually in August and December.

### **Section 3, Management and System Initiatives**

- Provide a list of the systems that comprise your IT portfolio.
- For each major system, provide an OMB Circular A-11, Exhibit 300 or equivalent. Provide detail for the current year, FY 2003. Provide out-year information for systems that begin in FY 2003 or are ongoing beyond FY 2003. Systems that begin in FY 2004 need not be described in this year's Operational IT Plan. Pay particular attention to cost, schedule, and performance measures and IT security considerations. You may reference submissions made through I-TIPS.

- Describe management IT initiatives and associated performance measures planned for FY 2003. Examples are IT studies, new IT management processes, new IT security measures, establishment of software or system standards, etc.
- Provide a brief summary of systems that deviate from cost, schedule, or performance goals by a factor of 10% or more. Describe corrective measures planned for each of these systems.